

~~ADMINISTRATIVE - INTERNAL USE ONLY~~10 SEP 1987  
OTE 87-6325

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MEMORANDUM FOR: [REDACTED]  
Chief, Applicant Processing Division  
Office of Personnel

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FROM: [REDACTED]  
Director of Training and Education

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SUBJECT: Participation in the "Managing in CIA" Program  
[REDACTED]

1. Congratulations on your selection by your Directorate as one of the managers to participate in the "Managing in CIA" classroom. I asked Bill Donnelly to nominate some of his best managers--you are in distinguished company.

2. Over the course of the next year, we plan to involve you in presenting either the three-day Managing in CIA course or its sister-course, Leading People in CIA. These are the new programs OTE has developed, which are required for new supervisors. First, we will ask you to attend one of the courses as observer-participant. Then, after a workshop on instructional training and some homework, we plan to employ you full-time in two subsequent runnings of one of the courses, working as an instructor side-by-side with the OTE staff. You will be expected to present selected segments of the course as well as to participate in it as panelist and discussant. Altogether, I expect that this will entail a commitment on your part of ten full days.

3. I would like to meet with you on Tuesday, 22 September at 1730 in Room 6D-49 Hqs (DO Conference Room) to further discuss your participation with you. At that time, members of the management training staff and I will discuss the two courses in more detail so you can select the course to which you feel you can contribute the most. I will host a similar meeting on Tuesday, 20 October at 1700 in Room 7E-32 (DI Conference Room) if you cannot make the first one. Attached is a brief description of the two courses as well as a schedule of runnings in FY 88.

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4. If you wish further information at this time, please contact [REDACTED]

[REDACTED] Chief, Management Training Branch OTE/LDD [REDACTED]

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ATTACHMENT

MANAGING IN CIA

MANAGING IN CIA is an intensive three-day program that should be taken about three months after a new supervisor takes up his or her assignment. As a result of taking this course, the new supervisor will:

- o understand Agency values and beliefs, particularly as they relate to new managers.
- o understand his or her accountability for observing and enforcing Agency regulations and for effectively utilizing and developing people.
- o know Agency regulations, procedures, and policies--particularly in the personnel and security areas.
- o have some practical rules of the road for organizing the workplace in order to get the job done.
- o be better able to make the switch from substantive/technical specialist to manager.

The course makes extensive use of realistic case studies and exercises as well as involving students in intensive discussion of managerial issues.

DATES

MANAGING IN CIA  
3 days, full time  
(\*\*GS-07 to GS-10)

14 Oct - 16 Oct  
\*\*28 Oct - 30 Oct  
02 Nov - 04 Nov  
07 Dec - 09 Dec  
\*\*16 Dec - 18 Dec  
20 Jan - 22 Jan  
\*\*01 Feb - 03 Feb  
17 Feb - 19 Feb  
16 Mar - 18 Mar  
\*\*21 Mar - 23 Mar  
\*\*11 Apr - 13 Apr  
20 Apr - 22 Apr  
01 Jun - 03 Jun  
\*\*27 Jun - 29 Jun  
06 Jul - 08 Jul  
10 Aug - 12 Aug  
07 Sep - 09 Sep

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### LEADING PEOPLE IN CIA

Leading People in CIA is also an intensive three-day program. It is designed to be taken about six months after becoming a manager. It focuses on developing the skills and abilities of new first line supervisors to utilize people more effectively and productively in order to get the job done in the workplace. It has the specific objectives of giving new supervisors:

- o basic communication, counseling and feedback skills.
- o some basic concepts about motivation and power that will help them get people to take action in the workplace.
- o the ability to better manager relationships with subordinates, peers and superiors.
- o a greater understanding of their own managerial strengths and weaknesses.

The program relies heavily on exercises, role plays and discussions. A key requirement is completion of the Management Skills Profile, a feedback instrument to improve management effectiveness.

#### DATES

LEADING PEOPLE IN CIA  
(\*\*GS-07 to GS-10)

21 Oct - 23 Oct  
23 Nov - 25 Nov  
06 Jan - 08 Jan  
\*\*13 Jan - 15 Jan  
08 Feb - 10 Feb  
\*\*24 Feb - 26 Feb  
02 Mar - 04 Mar  
\*\*28 Mar - 30 Mar  
06 Apr - 08 Apr  
18 May - 20 May  
15 Jun - 17 Jun  
\*\*20 Jun - 22 Jun  
27 Jul - 29 Jul  
\*\*01 Aug - 03 Aug  
24 Aug - 26 Aug  
\*\*29 Aug - 31 Aug  
21 Sep - 23 Sep

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